

**PEACE CORPS**  
**Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment**

Date: 3 June 2021

Peace Corps intends to offer a firm-fixed price contract for:

**Purchase of Duty-Free Fuel (Diesel and Petrol) at Stations throughout Zambia  
Using Fuel Cards and Payment on Post-Paid Status**

Interested vendors should submit a quote for the services as described in this RFQ using the template provided. Quotes are due by the following address by **12:00 p.m. on 21<sup>st</sup> June 2021**.

Name: DMO  
Email: [ZM-Jobs@peacecorps.gov](mailto:ZM-Jobs@peacecorps.gov)  
Subject: Purchase of Post-paid Duty-Free Fuel (Diesel and Petrol) at stations throughout Zambia

Any questions regarding the RFQ may be addressed to the same person. No phone inquiries will be accepted.

Offers received after the closing date will not be accepted.

**A. Price/Period of Performance:**

**Services**

1. Purchase of Duty-Free Fuel (Diesel and Petrol) at Stations throughout Zambia for the following period:

August 1, 2021 - July 31, 2022

Estimated Quantities are as Follows:

Item	Description	Estimated Quantity	Unit Price	Total Price (Unit x 12 months)
001	Post-paid diesel fuel for Peace Corps vehicle fleet of 21	8,500 liters per month		
001	Post-paid unleaded fuel for Peace Corps vehicle fleet of 1	600 liters per month		
003	Generator fuel for 7 generators	2,400 liters per month		
004	Purchase cards for 29 units	29		
005	Other Costs			
<b>Total</b>				

2. Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs. Peace Corps is VAT exempt.

## **B. Statement of Work/Specifications**

Vendor(s) may be requested to furnish fuel, post paid fuel cards, and vehicle fuel security and monitoring provisions for Peace Corps/Zambia in accordance with the terms established under the contract. Vendor(s) will be expected to fulfill orders placed under the agreement according to the estimated quantities detailed above.

The purchase price for items purchased under this agreement shall be the prices submitted in response to this quotation. In the event that the Government of Zambia (GRZ) raises or lowers the fuel price in Zambia, the contract established will be modified to reflect the new prices. Proper documentation of the increased fuel price must accompany the modifications.

Preferred station locations:

- Lusaka (Kabulonga)
- Kabwe
- Kapiri Mposhi
- Kitwe
- Mkushi
- Serenje
- Mbala
- Livingstone
- Choma
- Mazabuka
- Kasama
- Mansa
- Chipata
- Solwezi
- Mpika
- Mongu

The following security provisions should also be included at a minimum:

- 1- Individual Driver Pin codes
- 2- Vehicle credit cards with pin codes
- 3- Security label on car to ensure only authorized cars are fueled
- 4- Security feature which requires mileage to be entered at time of purchase
- 5- Monthly statements which include vehicle, driver, quantity of fuel, station, mileage entered, etc
- 6- Online daily access to fueling data
- 7- Email alerts for irregular fuelings

## **Extended Warranties Offered by Supplier, if applicable**

### **C. Location of Work**

Plot 71A Chitemwiko Road, Kabulonga, Lusaka

### **D. Delivery Schedule**

**Schedule:** Fueling must be available 24 hours/day, 7 days/week.

**Delivery Location:** Fueling stations located across Zambia.

**E. Acceptance Criteria**

Conformance to statement of work and timeline

**F. Contract Terms and Conditions**

Payment will be made 30 days after completion of services or as agreed upon in contract negotiations. Favorable payment terms will be considered in the evaluation factors.

Please provide name of CONTACT PERSON. This will be the liaison person between the vendor and Peace Corps during this procurement

**G. Peace Corps Payment Schedule and Terms**

Supplier will receive payment in approximately 30 days after acceptance and receipt of valid/accurate invoice.

**H. Evaluation Factors:**

Award will be made after consideration of the following factors as marked below:

- ☒ Price
- ☐ Delivery Timeframe
- ☒ Payment Terms
- ☐ Warranties
- ☒ Past Performance/Reference Checks
- ☒ Other (*Specify*) – Security & fraud prevention measures; Number and Location of Participating Stations

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

**I. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section VI.
- b. Return completed RFQ by due date as follows:
  - 1) Fill in prices in Attachment A.
  - 2) Unless delivery date(s) are provided, provide delivery date(s) in Section D.
  - 3) List/state any other terms or items in Section H not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B. This should include payment terms, warranty provision, and at least three traceable references work for works completed of similar nature.
  - 4) Sign and return RFQ by required due date.

**J. Other Terms/Items Offered at No Additional Cost:**

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Attachment A:**

**Fuel Pricing:**

**Base:** August 1, 2021 – July 31, 2021 (Base)

Item	Description	Estimated Quantity	Unit Price	Total Price (Unit x 6 months)
001	Post-paid diesel fuel for Peace Corps vehicle fleet of 21	8,500 liters per month		
001	Post-paid unleaded fuel for Peace Corps vehicle fleet of 1	600 liters per month		
003	Generator fuel for 7 generators	2,400 liters per month		
004	Purchase cards for 29 units	29		
005	Other Costs			
<b>Total</b>				

**Stations (Please list):**

**Security Provisions Offered:**

Provision	Yes	No	Comments
1- Individual Driver Pin codes			
2- Vehicle credit cards with pin codes			
3- Security feature which requires mileage to be entered at time of purchase			
4- Security Label on car to ensure only authorized cars are fueled			
5- Monthly statements which include vehicle, driver, quantity of fuel, station, mileage entered, etc			
6- Online daily access to fueling data			
7- Email alerts for irregular fuelings			
<b>Others-</b>			

**Additional Information Required:**

Business License: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Warranties: \_\_\_\_\_

**Past Performance/References (3) of Similar Works:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_